



CHIPPEWA VALLEY SCHOOLS

Payroll/Benefits Coordinator
Exempt Administrative Position

LOCATION: Administration Building
REPORTS TO: Payroll/Benefits Supervisor
SALARY: \$65,280 - \$85,845 (Based on degree and related experience)
SCHEDULE: 12 Month Position

QUALIFICATIONS:

- Minimum Bachelor's degree in related field (Finance, Accounting, Business Administration, Human Resources, etc.) required.
- Three years' work experience in a medium-to-large company in payroll and employee benefits preferred.
- Knowledge of applicable state and federal wage and hour laws impacting payroll and employee benefit programs.
- Strong understanding of payroll tax, fringe benefits, and compensation laws.
- Evidence of good oral and written communications skills required.
- Experience working in UKG Ready and AS400 HRIS system preferred.

RESPONSIBILITIES:

- Manages current electronic timekeeping systems for various labor and at will employment groups.
- Validates absence records between absence management systems and district payroll software.
- Fulfills wage garnishment requirements by completing forms, adjusting payroll records, and documenting and transmitting withholdings.
- Assists with Office of Retirement System (ORS) related functions as needed.
- Performs monthly reconciliation of MESSA health insurance billing.
- Processes payroll and benefits distribution reclassifications as needed.
- Files Quarterly Financial Collection for Michigan Medicaid Administrative Outreach Program (AOP).
- Assists with meeting payroll operational benchmarks by managing processes; maintaining accuracy, quality, and excellent customer service standards; resolving problems; and identifying system improvements.
- Coordinates benefits and open enrollment activities alongside Payroll/Benefits Team.
- Acts as backup support to the Payroll/Benefits Supervisor in closing payroll and performs other duties as assigned.

APPLICATION PROCEDURE:

To apply for this vacancy, please go to www.chippewavalleyschools.org and click on employment.